

Comcast - Reston, Virginia
Community Cablecast Guidelines
For individuals and non-profit organizations

February 2001

- 1) Individual applicants must provide proof of residency in Fairfax County. For example, photo I.D. and a copy of home electric bill, water bill, etc.
- 2) Comcast reserves the right to refuse any videotape that is technically unacceptable. This may include; unsatisfactory audio or video reproduction, formatting or duplication problems and/or improper program run times. Tape or cassette format must be ¾ Umatic or Beta/SP Masters (No VHS or SVHS).
- 3) Non-profit applicants must provide proof of non-profit status and business address in Fairfax County.
- 4) Only one request per applicant or non-profit will be processed at a time.
- 5) Requests will be processed on a first-come, first serve non-discriminatory fashion.
- 6) Content material including subject matter is subject to approval by Comcast and may not be approved at the discretion of Comcast management.
- 7) Community programming shall be cablecast once per month at no charge, for 30 minute program, additional run times may be available at a small fee. (Subject to schedule availability and other constraints.)
- 8) Comcast Staff will provide production technical support to non-profit organizations as needed, at no charge to the non-profit organization.
- 9) Applicants are responsible for program content, guest coordination, pre-production support and set design.
- 10) All set pieces and props must be removed immediately after each production session; nothing is to be stored at Comcast.
- 11) Tapes must be delivered to Comcast at least two business days before the program cablecast date. Cassettes and tapes must be appropriately labeled and clearly identifiable. If the new tape is not received on time, the most current tape on file will be substituted, if applicable.
- 12) Tapes left more than 60 days are subject to recycling. Please limit the number of tapes kept at Comcast facilities.
- 13) Applicants must provide their own broadcast-beta cassettes or pay a reasonable cassette tape fee for each taping. (Currently \$30.00.)
- 14) Comcast will provide copies of the program in VHS format for a small fee. Current price is \$15 per cassette if you provide cassette or \$20 if Comcast provides cassette.
- 15) Applicants must provide own crew for studio productions. Comcast will train as needed.

Organization or individual: (print) _____

By: _____ Date: _____

Title: _____

Comcast

By: _____ Date: _____

Title: _____